

# **Accreditation Handbook: Definition of Stipulations 2007-08**

**Professional Services Division**

**May 1, 2008**

## **Overview of this Report**

The Committee has been discussing the Accreditation Decision options that are currently available and what modifications should be made in the options. COA discussion has centered around two major ideas: 1) the reconsideration of the types and definitions of stipulations; and 2) clarifying the expected follow up required for all levels of accreditation decisions. Specifically, the COA has discussed changing the types of stipulations from “technical” and “substantive” to “stipulations” and “major stipulations”, adopting definitions for the different levels of stipulations, and providing greater direction to the accreditation review teams as to the types of follow up that would be required for each type of accreditation decision. Following the January 2008 discussion, staff has developed operational language related to each of the proposed Decisions Options.

## **Staff Recommendation**

Staff recommends that the Committee on Accreditation adopt the following Accreditation Decision Options for use beginning with the 2008-09 Site Visits:

- Accreditation
- Accreditation with Stipulations
- Accreditation with Major Stipulations
- Accreditation with Probationary Stipulations
- Denial of Accreditation

In addition, the COA should direct staff to include the information in the revised Accreditation Handbook.

## **Accreditation Decision Options—Team Recommendations and COA Decisions**

The table below is from the January 2008 COA meeting and has been updated to reflect the COA’s discussion. If the COA takes action to adopt the five accreditation options as listed above for the 2008-09 site visits, the table would be provided to all program sponsors, teams leaders and consultants involved in site visits and posted on the Commission’s accreditation web page. Following the table are draft definitions and operational implications for each of the accreditation options. Staff would appreciate the Committee’s comments and direction related to the draft *Accreditation Handbook* language.

## Accreditation Decisions and Consequent Program Sponsor Activities

Program Sponsor Actions Following an Accreditation Site Visit	Accreditation				Denial of Accreditation
		with Stipulations	with Major Stipulations	with Probationary Stipulations	
No required follow-up beyond the routine accreditation activities, i.e. Biennial Reports and Program Assessment.	✓				
Submit <b>7th Year Follow-up Report</b> addressing all identified area(s) of concern and/or questions.	✓	✓			
Submit <b>7th Year Follow-up Report</b> addressing all stipulation(s).		✓	✓		
Submit <b>7th Year Follow-up Report</b> addressing all stipulation(s) and continue to report on the stipulation(s) through the next accreditation cycle's activities.			✓	✓	
Submit periodic Follow-up Reports (30 days, 90 days, as determined by the COA) to ensure that appropriate action is being taken in a timely manner.			✓	✓	
Re-visit by Commission staff and team leader.		✓	✓	✓	
Re-visit by Commission staff, team leader, and 1 or more team members.			✓	✓	
Program Sponsor must notify all current and prospective candidates of the program sponsor's accreditation status.			✓	✓	
Program Sponsor is prohibited from accepting new candidates in one or more programs until the stipulation(s) has been met.			✓	✓	
Program Sponsor is prohibited from proposing new programs until the stipulation has been met.			✓	✓	
Program Sponsor must take immediate steps to close all credential programs.					✓

✓ Suggested follow-up activity

✓ Possible follow up activity

### ***Accreditation***

The team recommendation of ***Accreditation*** is defined as verifying that the program sponsor in question has demonstrated that, when judged as a whole, it meets or exceeds the Commission's adopted Common and Program Standards as selected by the program sponsor pursuant to the options listed in the Accreditation Framework. The program sponsor (including its credential programs) is judged to be effective in preparing educators and is demonstrating overall quality in its programs and general operations. The status of Accreditation can be achieved even if there are one or two Common standards identified as met with concerns or one or more areas of concern are identified within credential programs.

#### ***Operational Implications***

A program sponsor that receives the status of ***Accreditation*** is permitted to continue all accredited credential programs and to propose new credential programs to the Committee on Accreditation at any time. The COA may require follow-up related to concerns identified in the accreditation site visit. The program sponsor is required to participate in the accreditation activities as required by the cohort to which it has been assigned: Biennial Reports, Program Assessment and Site Visits. The program sponsor is required to abide by all Commission and state regulations. The program sponsor may indicate in all publications and documents its continuing accreditation status and the Committee on Accreditation will note its status in the Committee's annual report to the Commission on Teacher Credentialing.

### ***Accreditation with Stipulations***

The recommendation of ***Accreditation with Stipulations*** by an accreditation team is defined as verifying that the program sponsor has been found by the team to have some Common Standards or Program Standards not met or met with concerns. The program sponsor is determined to have overall quality and effectiveness in its credential programs and general operations apart from the identified areas of concern. The concerns or problems are primarily of a nature that do not impact the quality of the credential program completers.

#### ***Operational Implications***

A program sponsor that receives the status of ***Accreditation with Stipulations*** is permitted to continue all accredited credential programs and to propose new credential programs to the Committee on Accreditation at any time. The program sponsor is required to participate in the accreditation activities as required by the cohort to which it has been assigned: Biennial Reports, Program Assessment and Site Visits. The program sponsor is required to respond to all stipulations noted by the Committee on Accreditation and to prepare a written report with appropriate documentation that indicates how all stipulations have been addressed. This report is sent to the Committee on Accreditation within one calendar year of the visit. The Committee on Accreditation may ask the accreditation team chair or a Commission consultant to verify the accuracy and completeness of the program sponsor's response. A re-visit can, but is not typically, made by a leader member or Commission consultant. Once the stipulation(s) have been addressed, a recommendation stating that the stipulations have been addressed will be made to the Committee on Accreditation. Once the recommendation is accepted the institution is notified that stipulations have been removed. The program sponsor is required to abide by all Commission and state regulations. The program sponsor may indicate in all publications and documents its continuing accreditation status and the Committee on Accreditation will note its status in the Committee's annual report to the Commission on Teacher Credentialing.

### ***Accreditation with Major Stipulations***

The recommendation of ***Accreditation with Major Stipulations*** indicates that an accreditation team has found that the program sponsor has significant numbers of Common Standards and/or Program Standards not met, or met with concerns, or areas of concern are identified that are likely to impact the quality of credential program completers such as matters of curriculum, field experience, or candidate competence. The team may identify other issues that impinge on the ability of the program sponsor to deliver programs of quality and effectiveness. The program sponsor may be determined to have quality and effectiveness in some of its credential programs and general operations but these areas of quality do not outweigh the identified areas of concern.

#### Operational Implications

A program sponsor receiving a recommendation of ***Accreditation with Major Stipulations*** is permitted to continue all approved credential programs for a period of one calendar year. The program sponsor is required to participate in the accreditation activities as required by the cohort to which it has been assigned: Biennial Reports, Program Assessment and Site Visits. The Committee on Accreditation considers if the program sponsor should be given permission to propose new programs of professional preparation or expand existing programs, or if limitations should be placed on affected programs. The program sponsor may be required to notify students of its accreditation status. The notification could be limited to students in a particular program or could apply to students in all programs offered by the institutions. The program sponsor is required to respond to all stipulations noted by the Committee on Accreditation by preparing a written report with appropriate documentation demonstrating that all stipulations have been addressed and/or to prepare for a focused re-visit by the team leader or members of the accreditation team (or in some cases, Commission staff). The program sponsor will work with the original consultant to plan the re-visit that will address the stated concerns of the original accreditation team. The report of the re-visit team is to be received and acted upon by the Committee on Accreditation within one calendar year of the original visit.

The program sponsor is required to abide by all Commission and state regulations. The program sponsor may indicate in all publications and documents its continuing accreditation status and the Committee on Accreditation will note its status in the Committee's annual report to the Commission on Teacher Credentialing. Once all stipulations are removed, the program sponsor is granted Accreditation and is permitted to continue all accredited credential programs and to propose new credential programs to the Committee on Accreditation at any time. The program sponsor will notify its constituency of its change of accreditation status as it sees fit.

#### ***Accreditation with Probationary Stipulations***

The recommendation of ***Accreditation with Probationary Stipulations*** by an accreditation team is defined as verification that the program sponsor has been found to have serious deficiencies in Common Standards and Program Standards, or significant areas of concern that impact the quality of credential program completers such as matters of curriculum, field experience, or candidate competence. The team may identify other issues that are preventing the program sponsor from delivering programs of quality and effectiveness. The program sponsor may be determined to have quality and effectiveness in some of its credential programs and general operations but these areas of quality do not outweigh the identified areas of concern. A probationary stipulation may require that a severely deficient program be discontinued.

#### Operational Implications

A program sponsor receiving a recommendation of ***Accreditation with Probationary Stipulations*** is permitted to continue all accredited credential programs for a period of one calendar year. The program sponsor is required to participate in the accreditation activities as

required by the cohort to which it has been assigned: Biennial Reports, Program Assessment and Site Visits. The program sponsor may not propose new programs of professional preparation or expand existing programs. Limitations may be placed on affected programs. The program sponsor is required to notify students of its accreditation status. The notification could be limited to students in a particular program or could apply to all students. The program sponsor is required to respond to all stipulations noted by the Committee on Accreditation by preparing a written report with appropriate documentation demonstrating that all stipulations have been addressed and to prepare for a focused re-visit by an accreditation team. The program sponsor will work with the original consultant to plan the re-visit that will address the stated concerns of the original accreditation team. The report of the re-visit team is to be received and acted upon by the Committee on Accreditation within one calendar year of the original visit.

In cases where a team recommends that a severely deficient program be discontinued, the Committee on Accreditation may require the program sponsor to file a plan for discontinuation within 60 days of the original visit. That plan must address the needs of current students and provide evidence that the program sponsor will admit no students after the end of the semester or quarter in which the original visit occurred.

The program sponsor is required to abide by all Commission and state regulations. The Committee on Accreditation will note its status in the Committee's annual report to the Commission on Teacher Credentialing. If all stipulations are removed within the year, the program sponsor is granted Accreditation and is permitted to continue all accredited credential programs and to propose new credential programs to the Committee on Accreditation at any time. On some occasions the Committee on Accreditation will continue stipulations for an additional period of time when significant progress has been made, but additional time is needed to remedy the deficiencies identified earlier. In the event that the program sponsor does not respond appropriately to the stipulations according to the timeline, the program sponsor is brought back to the Committee on Accreditation for consideration of Denial of Accreditation.

### ***Denial of Accreditation***

If an accreditation team is conducting a re-visit to a program sponsor that had received major or probationary stipulations as a result of a previous accreditation visit and the re-visit team finds that the stipulations have not been removed, the re-visit team must, according to the Accreditation Framework, recommend Denial of Accreditation. The Committee on Accreditation may, if requested by the program sponsor, permit an additional period to remedy severe deficiencies if the Committee finds (a) substantial progress has been and/or (b) special circumstances described by the program sponsor justify a delay.

### Operational Implications

A program sponsor receiving ***Denial of Accreditation*** would be required to take immediate steps to close all credential programs at the end of the semester or quarter in which the Committee on Accreditation decision took place. The program sponsor would be required to file a plan of discontinuation within 90 days of the Committee's decision. The plan would give information and assurances regarding the program sponsor's efforts to place currently enrolled students in other programs or to provide adequate assistance to permit students to complete their particular program.

The program sponsor will be required to announce that it has had its accreditation for educator preparation withdrawn. The program sponsor would be enjoined from re-applying for institutional approval for two years and would be required to make a formal application to the Commission which would include the submission of a complete self study report including responses to the Common Standards and Program Standards. The self-study must show clearly how the program sponsor has attended to all problems noted in the accreditation team report that recommended Denial of Accreditation. The Commission would make a decision on the status of the program sponsor. If the Commission grants initial institutional approval to the program sponsor, the Committee on Accreditation will review and, if appropriate, approve its programs. An accreditation site visit will be scheduled within two years.